

2004 ACADEMY NOMINATION APPLICATION INSTRUCTIONS

GENERAL INFORMATION

US Senators and Representatives can make nominations toward one vacancy per year at each of the three Service Academies: U.S. Military Academy (West Point), U.S. Naval Academy (Annapolis), and U.S. Air Force Academy (Colorado Springs).

The Merchant Marine Academy's nomination process is a little different. The Academy picks four applicants from each state based on the nominations of the state's congressional delegation. All of Wisconsin's applicants compete for these four vacancies.

If you are interested in the U.S. Coast Guard Academy, you need to apply directly to the Academy by writing to: US Coast Guard Academy, Admissions Office, New London, Connecticut, 06320-4195. There is no congressional nomination required.

In order to qualify for entrance into a Service Academy, you must be a United States Citizen between 17 and 21 years of age and a high school graduate.

NOMINATION PROCESS

In addition to completing the nomination application, it is also necessary for you to open a pre-candidate file with each of the academies you are interested in. You can do this by filling out a postcard that your school guidance counselor can provide.

In order to be eligible for a nomination, your **completed application**, which includes the application form, short essay, list of activities, high school transcripts, ACT or SAT scores, and letters of recommendation, must be received by **Friday, October 15, 2004. Please only send applications to my Middleton office as listed on the application form. Incomplete applications, or those submitted after the deadline, will not be considered.**

Once your application has been received by my office, it will be reviewed to determine if you qualify to be interviewed. Only those candidates who meet all requirements set forth by each academy will be interviewed. If you qualify, you will receive notification by mail of your interview. I have appointed an Academy Advisory Board that conducts interviews in late October and November. The board interviews candidates in my Middleton and Milwaukee offices plus one other state office.

The nomination process is completed before the end of the year after my Academy Advisory Board has reviewed all pertinent information. By the end of the year, you will be notified as to whether you have received a nomination from my office.

NOMINATION FILE

Your application file must be complete by **Friday, October 15, 2004**, and must include all of the following items:

1. **Application Form**

Be thorough. You should rank your academy preferences and only list those from which you will accept an offer of appointment. If you only want to be considered for one academy, this is appropriate and do not list a second or third choice. All of the requested information on the application is required for you to be considered for a nomination. Please be sure to sign the form.

2. **Essay**

In 200 words or less, state why you want to attend a service academy. Please attach this statement to the application.

3. **List of Activities**

Please provide a list of activities as outlined on the application form.

4. **High School Transcripts**

You must include an official transcript of your high school records. This transcript must show your final grades through your junior year, your current grade point average, and your numerical class rank. If your high school does not rank students, please indicate "Does Not Rank" in this field. If you are applying during your senior year, please provide a complete high school transcript. If you have graduated from high school and are currently attending a college or preparatory school, please provide my office with transcripts from these institutions as well.

5. **College Board Test Scores**

The Scholastic Aptitude Test (SAT) or the American College Test (ACT) are essentially the entrance exams for the service academies. Scores *must* be received by the application deadline of **October 15th**. No one is considered for a nomination unless they have taken one of these tests. It is recommended that you take these exams **prior to September** in order to provide the results to this office for your nomination file. It takes approximately six weeks to receive test results. If you wish to retake one of the tests, please forward a copy of those results to my office.

My office will accept the scores directly from the test providers or on a certified copy of the high school transcript. You can have the results sent directly to my office by listing my code for the SAT (1383) or ACT (7197) tests in the space on the exam where it asks you to list colleges you want to receive your results. Please check with your school guidance counselor for more information about scheduling yourself for these college boards.

6. **Letters of Recommendation**

You are required to submit three letters of recommendation. The letters should be from people who know you personally and can describe your capabilities and strengths. Letters from relatives will not be accepted. At least one recommendation must be from a non-school source. Employers, teachers, coaches or community leaders are examples of people you may want to ask to write on your behalf. Recommendation letters should not be sent to my office individually. Applicants should collect the letters and send them together as part of the completed application.

Questions should be directed to Michelle Murray or LaKindra Mohr of my staff in Middleton at 608 828-1200.